


Tips for Creating an Effective PowerPoint Presentation

- Use fonts **24 points or larger** for the text.
- Use **dark type** and **light background** for slides.
- Avoid **USING ALL CAPS**. (The normal use of upper and lowercase characters is easier to read.)
- Use ***Italics*** or **color** rather than underline to emphasize a point. (Underline makes some characters difficult to read.)
- Limit **seven words per line** and **eight lines per slide**.
- Use the slide as a **guide for presentation**.
- **Face the audience** when showing the slide. 
- Distribute a copy of the slides to audience ahead of time if possible (print slides as handouts, with lines for notes)
- Keep the room lights on and avoid showing slides in a dark room for more than 15 minutes (Dark rooms can make audience drowsy.)

Links to PowerPoint Presentation Tips

<http://www.iasted.org/conferences/formatting/Presentations-Tips.ppt>

PPT Slideshow: Avoiding the Pitfalls of Bad Slides

<http://www.cheney268.com/training/PowerPoint/PowerPointTips.htm>

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